

[How to renew an ID Card](#)

1. Go to www.iatan.org

The screenshot shows the IATAN website homepage. At the top left is the IATAN logo. To its right is a navigation menu with links for 'ABOUT US', 'SERVICES', and 'ACCREDITATION'. Further right is a search bar and a yellow button labeled 'ONLINE SERVICE LOGIN'. Below the navigation is a large image of a coastal town with a 'MISSION' button overlaid. To the right of the image is the text 'Our mission' followed by a paragraph: 'IATAN's mission is to promote professionalism, administer meaningful and impartial business standards, and provide cost-effective products and services that benefit the travel industry based in the United States.' Below this is a statistics bar with three icons and numbers: '19,660 Accredited agencies', '168,444 Registered agents', and '92,828 ID Card holders'. At the bottom are two buttons: 'Get IATAN Accreditation' and 'IATA/IATAN ID Card'.

2. Log in using your credentials:

The screenshot shows the IATAN login form. It features the IATAN logo at the top left. Below it is a form with two input fields: 'PRIN or VER #' and 'Password:'. The password field is masked with asterisks. A 'Login' button is located below the password field. At the bottom of the form are two links: '> First Time User' and '> Forgot Your Password?'.

3. Click on renew ID card and follow the instructions on the screen:

Employee Profile: [Redacted]

Personal details [\[Hide\]](#)

Name:	[Redacted]
PRIN:	[Redacted]
Email (Personal):	[Redacted]
Courses:	
Picture Date:	11/29/2019

Registration details [\[View\]](#)

Agency's details [\[View\]](#)

Agency Profile
Please scroll mouse over menu options on left - for a description of process.

- Manage Employee ID Cards
 - Process Recertification
 - Update Agency Info
 - Register Employee
 - Pay Annual Service Fee
 - Purchase Certificate
- Employee Termination
- Assign Admin Rights
- Pay Application Fee
- Request Agency Personnel List
- Download IATAN Logo

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Employee Profile: [IATA](#)

Photo Upload for ID Card

Agency Name:

DBA [Doing Business As]:

IATA Code:

Please upload a digital photo that meets the following criteria:

- Image size must be less than 150 kilo bytes
- Image dimensions must be at least 270 pixels width by 330 pixels height
- Format must be .JPG at 300 dpi resolution
- Black and white photos are unacceptable
- The face and shoulders of image must be centered in the photo
- Must be a professional photo, taken against a plain, uniform, white or light-colored background

Sample

Please click on "Continue" if you are satisfied with the current photo. If you are not satisfied with the current photo simply upload a new image.

File to upload:

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4. Please check I read everything and hit continue.

The screenshot shows the 'Employee Profile' section of the IATAN website. The main heading is 'ID Card Photo Confirmation'. Below this, there are input fields for 'Agency Name', 'DBA (Doing Business As)', and 'IATA Code'. A 'Preview' button is located to the right. A list of criteria for the photo is provided, including 'Color Photo Only', 'The face and shoulders of image must be centered in the photo', 'Must be a professional photo, taken against a plain, uniform, white or light-colored background', and 'Photo must be of the applicant alone, photo of the applicant in a group is not acceptable'. A 'Your ID Card will look like this:' section shows a sample ID card with fields for 'NAME OF AGENCY', 'CITY ST US', 'PHONE', 'ISSUE DATE', and 'EXPIRE DATE'. A note below the sample card states: 'Please note that the photo shown or uploaded will be printed as is and no modifications will be made. IATA will take no responsibility should a supplier fail to recognize the ID Card holder on the photo.' Two red circles with numbers 1 and 2 are placed over the 'I read everything and confirm display of Photo on My ID Card is acceptable for printing' checkbox and the 'Continue' button, respectively. The footer contains 'Privacy Policy', 'Contact Us', and 'Copyright 2019 International Air Transport Association. All rights reserved.'

5. Please select the type of shipping (regular or expedited and hit continue:

The screenshot shows the 'Employee Profile' section of the IATAN website for 'Renew ID Card for'. A disclaimer states: 'This product is non-refundable. Please review your information, any changes required must be done prior to the ID card request. If there are changes to be made please visit our website at www.iatan.org, to retrieve the IATAN Travel Professional Profile form by going to Travel Professionals and clicking on Forms. Once completed forward to IATAN for processing.' Below this are input fields for 'Agency Name', 'DBA (Doing Business As)', 'IATA Code', 'Position', 'Duty', 'Hours', 'ID Card Expiry Date', and 'Picture Date'. A 'Mail To' field is also present, with a note 'Address used for regular ID Card delivery only'. A note below the form states: 'Allow 10 business days delivery time for regular mail and 4 business days for expedite courier service.' A section for selecting the ID Card duration with or without expedite service is shown, with two radio button options: 'XJ4 - AA EXTRANET RENEW CARD COURIER EXPEDITE - \$55.00' and 'JE4 - AA EXTRANET RENEW CARD - \$35.00'. A red circle with the number 1 is placed over the 'JE4' option. A 'Continue' button is at the bottom, with a red circle and the number 2 placed over it. The footer contains 'Privacy Policy', 'Contact Us', and 'Copyright 2019 International Air Transport Association. All rights reserved.'

6. Select the type of credit card, enter the credit card info and hit continue.

Employee Profile: 

PAYMENT

Product is non-refundable. Please review the product information before entering your payment details below.

Product description:	JE4 - AA EXTRANET RENEW CARD
Product Price:	\$35.00
Enter PromoCode if you have or leave it blank:	<input type="text"/>
Final Price:	\$35.00

A - American Express M - MasterCard V - Visa 1

Card number:

Card VER: [What's this?](#)

Name on card: (please enter the first and last name only)


Expiry date: (format MMYY)

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Note: If paying by Visa or MasterCard, your bank may include a foreign transaction fee as payments to IATAN are processed in Canada

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7. Verify the credit card information and hit confirm payment to renew the ID card. You will be receiving the confirmation email shortly.

Employee Profile: 

PAYMENT CONFIRMATION

Product is non-refundable. Please review the product information before confirming payment.

Product description:	JE4 - AA EXTRANET RENEW CARD
Price:	\$35.00

Card type:

Card number:

Card VER:

Name on card:

Expiry date:

Note: If paying by Visa or MasterCard, your bank may include a foreign transaction fee as payments to IATAN are processed in Canada

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